

MEMORANDUM OF AGREEMENT
West Bengal State Urban Livelihoods Mission (WBSULM)

AGREEMENT
BETWEEN
MISSION DIRECTOR, WBSULM
AND

..... (Resource Organisation)

This Agreement is made on the _____ day of _____, 2015 between the Mission Director, West Bengal State Urban Livelihoods Mission having its office at State Urban Development Agency, HC Block, Sector III, Bidhannagar, Kolkata 700106 (hereinafter called WBSULM, which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the **First Part**

AND

..... (Name, address, telephone and email of the Resource Organisation) of the **Second Part**.

WHEREAS:

The Client requires the empanelment of the Resource Organisations to provide the services as defined in Guidelines for Social Mobilization and Institutional Development (SMID) under NULM with the below mentioned Municipal Corporation/ Municipalities under National Urban Livelihoods Mission (NULM) in West Bengal

1. _____ Municipality/ Municipal Corporation
2. _____ Municipality/ Municipal Corporation
3. _____ Municipality/ Municipal Corporation

AND

The WBSULM reserves the right to include or exclude the Urban Local Bodies to which the RO is empanelled or even de-empanel the RO on its bi-annual performance review of the RO.

AND

The Resource organization has agreed to provide the Services, with the respective Municipal Corporation/ Municipalities mentioned above, under NULM in West Bengal through the Memorandum of Understanding with the respective Municipal Corporation/ Municipality on the terms and conditions mentioned under Terms of Reference (ToR) for this project.

AND

The Resource Organisation should strictly adhere to the activities mentioned under the Terms of Reference (ToR). ROs should also strictly follow time to time instruction given by WBSULM/ respective Municipal Corporations/ Municipalities

AND

The ROs would be empanelled for a period of three years subject to satisfactory performance to be reviewed half yearly.

AND

The documents, statements, credentials and addendum/ clarifications submitted with the Expression of Interest for the Empanelment of ROs, by the respective RO, will form the part of this MoA and fall binding upon the respective RO.

SECTION 2: GENERAL CONDITIONS OF MEMORANDAM OF AGREEMENT (MOA)

Definitions & Glossary used in the MoA

Term (s)	Description
Agreement	Contract between West Bengal State Urban Livelihoods Mission (WBSULM) and the selected ROs for empanelment.
Authority	West Bengal State Urban Livelihoods Mission (WBSULM)
Disqualification	Breach of undertaking given in Annexure-1
Faculty	Persons employed by the Bidders for formation of SHG etc.
Mobilization	Conveying the correct message to the target audience motivating them to participate in the process of institution development.
Period of Agreement	The Period as specified in the Agreement shall be valid.
Performance Evaluation & Review	Performance evaluation on a predefined set of criteria against the deliverables, timelines and targets every six month.
Termination of Agreement	As specified in the termination clause of agreement.

1. EMPANELMENT THROUGH EoI

National Urban Livelihoods Mission (NULM) under the Ministry of Housing and Urban Poverty Alleviation (MoHUPA), Government of India envisages mobilisation of urban poor into three tiered structure with Self-Help Group (SHG) at the grass-root level, Area Level Federations (ALF) at the slum /ward level and City Level Federations (CLF) at the city level for reducing poverty and vulnerability of the urban poor. ROs will be engaged to facilitate the formation of SHGs, their development and bank linkages, their federation at the area and city levels, training and capacity building, establishing links to ULBs and to mitigate social, occupational and residential vulnerabilities.

The Mission Director, West Bengal State Urban Livelihoods Mission (WBSULM) under the Department of Municipal Affairs, Government of West Bengal had invited the **Expression**

of Interest from well established, interested registered Institutions/ Organizations/ Companies/ Trusts/ Societies/ Govt Institutions/ Industry Associations/ MSME Institutions/ Sole Proprietorship having sufficient experience in providing support to form Self-Help-Group in urban and rural areas and facilitated their linkage to revolving funds and bank credit for income- generating activities, for empanelment as Resource Organisation (ROs) for social mobilization and institutional development, which involves formation and stabilization of self-help groups, and facilitating their linkage to revolving funds and bank credit for income- generating activities to the urban poor families in different ULBs of West Bengal under 'Social Mobilization and Institutional Development (SM&ID)' - a component of National Urban Livelihoods Mission (NULM). SM&ID has a target to form SHGs approximately 15000 over the period of next three years.

- a. The Letter of Intent (LOI) have been issued to the successful Bidders for submission of Performance Guarantee (PG). On receipt of such PG, a Memorandum of Agreement (MoA) has been executed.
- b. The successful Bidder will be enlisted in a panel by WBSULM as ROs in the approved sector and ULBs to upload the said list on its website.
- c. The Empanelment list will be valid for a period of three years from the date of notification.
- d. West Bengal State Urban Livelihoods Mission (WBSULM) reserves the right to include or exclude the Urban Local Bodies from the enlisted empanelment of the RO or even delist any Empanelled Resource Organisations (ROs) at any time if performance is found unsatisfactory and detrimental to the interest of the urban poor.
- e. The agency may have to work anywhere in West Bengal as per requirement and direction of WBSULM.

2. Award of assignment order

- a. The empanelled agency will be awarded the assignment order by the respective ULB.
- b. Another 'Memorandum of Understanding' shall be executed between ROs and the enlisted ULBs under the respective RO for work order and payment (on a non-judicial stamp paper).
- c. The ROs shall immediately (maximum 7 days) start the mobilizing, formation of SHGs and federations, capacity building training, bank linkages, handholding support etc. as per the said Agreement / this EOI.

3. Performance Guarantee

- a) The Performance Guarantee shall be in the form of an irrevocable Bank Guarantee from a Scheduled commercial bank in favour of the '**West Bengal State Urban Livelihoods Mission**' Payable at **Kolkata**.
- b) The Government owned organization /Institute will be exempted from the requirement of submission of PG.

- c) Return of Performance Guarantee: The Performance Guarantee shall be returned after six months from the date of cessation of agreement.
- d) **Forfeiture of Performance Guarantee:** PG shall be forfeited in the following cases :
 - i. When any clause of the terms and conditions of the Agreement is breached.
 - ii. When the RO fails to commence the services or fails to meet the targets as specified in the agreement.
 - iii. On violating any term of undertaking given in Annexure-1

Forfeiture of PG shall be without prejudice to any other right of WBSULM to claim any damages as admissible under the law as well as to take such action against the Selected Bidder such as severing future business relation or black listing, etc.

- f) No interest will be paid by WBSULM on the amount of EMD or PG.

2. SCOPE OF WORK :

The aim of this Memorandum of Agreement, is to empanel the resource organizations for social mobilization and institutional development, which involves formation and stabilization of self-help groups, and facilitating their linkage to revolving funds and bank credit for income- generating activities. This has two parts: (a) building administrative structures, and (b) building community structures. Building community structures revolves around social mobilization, formation of self-help groups, providing Livelihoods skills, and enabling access to capital grants and bank credit. Social mobilization under SM&ID requires universal coverage of every target household in the target towns/cities. Based on a set of institutional capacities and resources, agencies and institutions including industry associations engaged in social mobilization and institutional development are invited to express their interest to Social Mobilization and Institutional Development under National Urban Livelihoods Mission (NULM). Sub-contracting/ outsourcing of the assignment is not allowed. All target households (urban poor households and occupationally vulnerable segments like rag pickers and street vendors) will be included to achieve universal coverage. **West Bengal State Urban Livelihoods Mission (WBSULM)** will enter into Memorandum of Agreement and the respective Urban Local Body will enter into Memorandum of Understanding with Resource Organizations. The mission period (Phase-I) is from 2014-2017.

Objective

SHG model requires continuous and regular hammering at community door step to make beneficiaries understand the concept. Some non-government organizations/civil society organizations have the vital experience in the field of community mobilization, community institution development in a scientific manner. Therefore, the overall objective of this task is to take support of such organizations in the selected cities/towns, so that their experiences and learning can be disseminated to other project areas also. This will also lead to cross learning among different implementing agencies with healthy competition.

- i) **Name of Work:** "Empanelment of Resource Organizations for social mobilization and institution development under National Urban Livelihoods Mission (NULM) Programme across different ULBs of West Bengal".
- ii) **Location of Work:** Urban areas of West Bengal falling under the jurisdiction of Urban Local Bodies (Municipal Corporations/ Municipalities).
- iii) **Broad areas of work are stated under:**
- a. **Identifying Affinity Groups:** ROs should identify prior relationships of trust and mutual support and encourage those individuals to form SHGs. The membership should be preferably through participatory approach and self-selection.
 - b. **Capacity Building:** Once the SHG is formed, ROs will be expected to train ALL members of the SHG (not just the leaders/representatives) in: (a) The basic concepts of functioning of a SHG like how to conduct meeting; basics of savings, lending money, repayment habits; responsibilities of group members, (b) book-keeping and accounting, fund management, building bank and credit linkages; (c) communication, decision making, conflict resolution, self-assessment, etc.; and (d) accessing government benefits under NULM and other programs.
 - c. **Handholding support for at least 15 months:** Once the groups are formed, ROs will be required to attend their meetings on a regular basis. The ROs will also bring in bankers, government officials from various departments, and members from established SHGs (for cross-learning) to interact with the SHGs. The ROs will assist the Community Organizer in the evaluation of the performance of SHGs being supported by it. Within a month of formation of the SHG, all groups which do not have bank-accounts should be helped to open SHG bank accounts and the ROs will also facilitate credit to SHG from banks. Groups should be encouraged to access credit from other formal sources as well.
 - d. **Tapering off of support between 15-24 months:** In this period, ROs will be expected to gradually withdraw active support from those SHGs that are formed and performing satisfactorily. At this stage the level of monitoring will increase and at the end of the 24 months of support, a critical evaluation of the supported SHGs in collaboration with the Community Organizer must be undertaken to determine whether the SHG is stable.
 - e. **Federating SHG into ALFs/CLFs:** ROs will also ensure that SHGs are federated into ALFs as described in the MoHUPA Mission Documents and work closely with ALFs and CLFs to build their capacity to take the handholding function after ROs fully withdraw support.

- f. **Training of ALF/CLF Members:** Members of the ALF/CLF will have to be trained as per guideline of NULM.
- g. **At least 70% members must be Poor:** The RO should ensure that at least 70% of members in every SHG are urban poor.
- h. **General:** ROs will also facilitate other entitlements, UID enrolment, opening of basic savings accounts and credit counseling of SHG members.

iv) Expected outcomes of the engagement with ROs

- a. Every target household (urban poor and occupationally vulnerable groups like rag pickers, street vendors) must be covered to achieve universal coverage.
- b. At least one member from each identified urban poor household, preferably a woman has to be a member of an SHG.
- c. At least 70% of the members of SHGs should be urban poor.
- d. ROs to train all SHGs to build their capacity on issues such as: (a) the SHG concept (including savings), how to conduct meetings, responsibilities of group members, etc; (b) book-keeping and accounting, fund management, building bank and credit linkages; (c) communication, decision making, conflict resolution, self- assessment; and (d) accessing government benefits under NULM, and other social programs of the central, state and local governments.
- e. All SHGs to have a bank account for deposit of savings;
- f. All new SHGs to access revolving fund under NULM.
- g. All SHGs to access bank credit;
- h. SHGs will be federated at the area-level and at least one City-level Federation will be formed per City.
- i. ROs to ensure that all members of ALFs/CLFs undergo training to build their capacity on issues such as: (a) the federation concept (including savings), how to conduct meetings, responsibilities of group members, federations etc; (b) book keeping and accounting, fund management, building bank and credit linkages; (c) communication, decision making, conflict resolution, self-assessment; and (d) accessing government benefits under NULM, and other social programs of the central, state and local governments;
 - All ALFs/CLFs to be registered as a Society;
 - All new ALFs formed must access revolving fund support under NULM.

v) Additional Tasks/Responsibilities of RO

- a. To share and learn from the experiences of the other teams.
- b. To facilitate the visits of other officials and non officials for learning, monitoring and evaluation.

- c. To keep proper records of transactions, so that it is possible to trace them.
 - d. To carry out the tasks assigned by the Mission Director of WBSULM or from the respective ULB from time to time.
 - e. To attend (with complete information and progress report) periodic meetings called by the WBSULM/District Coordination Committee from time to time.
 - f. To ensure transparency the agencies should clearly spell out to the community that NULM is a Government funded mission being implemented by the West Bengal State Urban Livelihoods Mission (WBSULM) and ROs are merely working as a facilitation agency and shall be subject to Right to Information Act (RTI).
 - g. To report to respective ULBs for their day-to-day functioning.
- vi) **Mobilisation** : The ROs will facilitate mobilisation of the urban poor for social mobilization and institution building through proper counseling and duly motivating them. RO will explain the importance of social mobilization and institution development along with necessary information regarding advantages of group formation; such as handholding support for bank linkage and bank credit etc.
- vii) **Selection of area for social mobilisation and institution development:** The ULB shall select area in consultation with COs and ROs
- viii) **Cost norms:** A maximum of Rs.10,000/- (Rupees Ten Thousand only) is allotted for per Self-Help-Group (SHG) for formation, handholding support, training of all the members, bank linkage, formation of federations and registration of federations. The ULB will enter an agreement with ROs and payment will be made on the basis of milestones like SHG formation, training of members, bank linkage, formation of federations and registration of federations at the area and city levels and access to benefits under NULM including revolving fund.
- ix) **Handholding support:** The Resource Organisation will handhold the SHG (each) for a period of up to 2 (Two) years.
- x) **MIS and Reporting:**
- a. The ROs shall provide regular progress reports on an agreed format and periodicity with WBSULM.

- b. The ROs shall maintain online management information system (MIS) for a systematic recording and management of the information regarding formation of SHG, training, bank linkage etc.

- xi)** The ROs shall not charge urban poor/beneficiaries for mobilisation, group formation, bank linkages, capacity building training etc under this scheme under any pretext.

- xii) Terms of Payment :** The Fee, including SHG formation, training of members, bank linkage, formation of federation and registration of federations at the area and city levels and access to benefits under NULM including revolving fund, in the following manner (Per SHG on quarterly basis), will be released from the respective Municipality/ Municipal Corporations :

Sl.	Particulars	Percentage
I	Community Mobilisation	10% of amount payable
II	Formation of SHG	15% of amount payable
III	Capacity building training to members	15% of amount payable
IV	Inclusion of SHG into federations and registration of federations	15% of amount payable
V	Bank linkage	20% of amount payable
VI	Access to revolving fund	10% of amount payable
VII	Handholding of SHG members (to be released after 15 months from the date of formation)	15% of amount payable
TOTAL		100%

xii) Performance Review:

Performance of ROs shall be reviewed every six months on a set of quantitative and qualitative parameters, as listed below:

- Achievement of social mobilisation
- Achievement of formation of SHG, ALF and CLF
- Achievement of Capacity Building Training

d. Achievement of Bank Linkage and Bank Credit

e. Achievement of Revolving Fund

3. FRAME WORK FOR PROGRAMME IMPLEMENTATION

- i) WBSULM targets to form SHGs approximately 15000 over the period of next three years with an aim to reduce poverty and vulnerability of the urban poor households through social mobilisation and institution development.
- ii) WBSULM/ CMMU shall continuously monitor program performance as per the envisaged monitoring & evaluation framework.

**For and on behalf of
Resource Organisations
(Second Part)**

.....
(Name & Designation)

Witness:

Name:.....

Address:.....

**For and on behalf of
West Bengal State Urban
Livelihoods Mission (First part)**

.....
Mission Director
(Name)

Witness:

Name:.....

Address:.....



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-102/2016/396(125)

তারিখ 29-06-17

From: Addl. Director, SUDA

To: Mayor/Chairperson

Municipal Corporation/ Municipality

Sub: Request to send names from SHGs/ALFs/ CLFs (if formed)/ROs to act as potential trainers for Capacity Building and Training Programmes to be conducted for different stakeholders of NULM

Madam/Sir,

This is to inform you that we will be forming a pool of Master Trainers for each ULB to conduct Capacity Building and Training of different stakeholders namely, Self Help Group members, Area Level Federations, City Level Federations, Resource Organisation members etc. at the ward level. You are therefore requested to identify and send **at least 5 names of potential trainers** preferably from the ALFs/CLFs (if formed)/ROs and SHGs to act as Resource Persons for Capacity Building and Training within 10th July 2017.


The persons-identified by the ULB as potential trainer should bear the following qualities:

- Experience in Management of SHGs
- Leadership providing abilities
- Strong communication, interpersonal and negotiating skills
- Sound knowledge in Books of Accounts of SHGs
- Efficient & Innovative

A state level training will be imparted to the trainers to act as Master Trainers of the ULBs for Capacity Building and Training programmes under DAY-NULM.

Whichever ULBs have already sent names of trainers may not send it again.

Yours faithfully,


 29/06/17

Additional Director, SUDA

SUDA-102/2016/396(125)/1/4

Copy Forwarded For Information To:

- Director, SUDA
- Additional Director & Financial Adviser, SUDA
- Administrative Officer, SUDA
- Commissioner/Joint Commissioner//Executive OfficerMunicipal Corporation/Municipality

 29/06/17

Additional Director, SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

Proposed Training for Stakeholders

Modus Operandi

1. Engaging CMMs for arrangement and overall supervision of training programmes
2. Engaging APOs & COs for day-to-day monitoring of the training programmes organised at the ward level
3. Training will be facilitated and imparted by Community Resource Persons/RO members trained by SMMU as Master Trainers. Initial 3-4 training programmes will be conducted by staff of CMMU namely, CMM/APO/CO and the CRPs and RO members will be co-trainers and facilitators. Post 3-4 training programmes they will conduct the training themselves along with RO members arranged by CMMUs/Non-CMMU ULBs.

Target Group

General SHG member

Duration of Training

2 days

Training Topics

1. What is poverty and the measures of poverty alleviation
2. Why SHGs are important in poverty alleviation programmes
3. NULM and its thrust on poverty alleviation
4. SHG books of account and its importance in a nutshell
5. What is Financial Inclusion and why financial inclusion is important
6. What are the different types of facilities availed through FI in NULM
7. Group Dynamics

Target Group

SHG Dal Netri & Saha Dal Netri

Duration of Training

3 days

Training Topics

1. What is Poverty and measures of poverty alleviation
2. NULM and its thrust on poverty alleviation
3. Why SHGs have distinct role in poverty alleviation programmes
4. Financial Inclusion, its importance and different types of facilities availed through FI in NULM
5. Books of Account in detail with handholding session
6. Role of Dal Netri and Saha Dal Netri in SHG management
7. Group dynamics

Target Group

Treasurers of SHGs

Duration

2 days

Training Topics

1. Poverty alleviation and importance of NULM
2. Why SHGs have distinct role in poverty alleviation
3. What is FI and its importance
4. SEP-I, SEP-G and SHG-Bank linkage
5. Books of account of SHGs in details



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-102/2016/608

তারিখ 05.09.2017

From: Director, SUDA &
Mission Director, WBSULM

To: Director General,
Administrative Training Institute (ATI),
Government of West Bengal

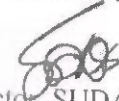
Sub: Capacity Building Training of ULB level Potential Master Trainers at ATI under NULM

Sir,

We intend to organise 5 days residential training programmes under Capacity Building and Training component of NULM. The participants of the training programmes will act as Master trainers at the ULB level. We plan to hold at least sixteen (16) training sessions with 30-35 participants in each batch/session.

I request your good self to allow us to hold the training programmes at ATI. If it is considered a detailed training calendar (5 days residential) may be provided to us for organising the trainings. Necessary expenses for holding such trainings will be borne from our end.

Yours faithfully,


Director, SUDA

&


Mission Director, WBSULM

SUDA 102/2016/608/1(2)

Memo No:

Copy Forwarded for information & necessary action to:

- a) Additional Director, SUDA
- b) Additional Director & Financial Adviser, SUDA


Director, SUDA

&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

Urban Management Centre

Administrative Training Institute
Government of West Bengal

8058
8 DEC 2017

Master Trainers' Course under DAY-NULM for SHG/ALF/CLF/RO (UM-NULM-68)(MT-04)

11.12.2017 to 15.12.2017 (5 Days Program)

৫ দিনের সম্পদ কেন্দ্রের প্রশিক্ষকদের প্রশিক্ষণ কর্মসূচী

Sl.	Topic	Time	Faculty
প্রথম দিন			
	Ice Breaker and Introductory Session	10:15 am – 10:35am	RB
1	দরিদ্রতা কি, তার ফল ও দারিদ্র্য দূরীকরণের নানান দিক	10:35 am – 11:35pm	RB
2	❖ SJSRY থেকে DAY-NULM-এ রূপান্তর ❖ নগর জীবিকা মিশনের মূল্য উপাদানগুলি সম্পর্কে সংক্ষিপ্ত ধারণা	11:45 pm – 12:45 pm	SC RB
	LUNCH	12:45 pm – 1:30 pm	
3	❖ সামাজিক ঐক্যবদ্ধকরণ ও প্রাতিষ্ঠানিক উন্নয়ন ও তার বিভিন্ন দিক	1:30 pm – 2:30 pm	SPD
4	- সামাজিক ঐক্যবদ্ধকরণ ও প্রাতিষ্ঠানিক স্বশক্তিকরণের পরিস্থিতিতে স্বনির্ভর দল ও তাদের স্থানীয় সংঘ ও নগর মহাসংঘ সম্পর্কে ধারণা - স্থানীয় সংঘের (ALF) ও নগর মহাসংঘের (CLF) প্রয়োজনীয়তা, গঠন ও কাজের ক্ষেত্র ও গুরুত্ব	2:30 pm – 3:30 pm	SPD
5	❖ সামাজিক ঐক্যবদ্ধকরণ ও প্রাতিষ্ঠানিক উন্নয়নের প্রেক্ষিতে স্বনির্ভর গোষ্ঠী ও গোষ্ঠির কাজ পরিচালনা: - সভার নিয়ম নীতি - দল নেত্রীর ও সহ দল নেত্রীর ভূমিকা - কোষাধ্যক্ষের ভূমিকা - সাধারণ সদস্যদের ভূমিকা - ইত্যাদি	3:40 pm – 5:30 pm	SPD
দ্বিতীয় দিন			
6	আর্থিক অন্তর্ভুক্তিকরণ কী - আবর্তক ভবিষ্যতের সহায়তা কি ও কি ভাবে এই সহায়তা কে কাজে লাগানো যেতে পারে স্বনিযুক্তি কার্যক্রম কি ও কি ভাবে এই কার্যক্রমটি নগর এলাকার সিঁড়িতে পড়া ও প্রান্তিক মানুষদের অর্থনৈতিক ভাবে এগিয়ে আসতে সাহায্য করবে: ▪ ব্যক্তিগত উদ্যোগ ▪ দলগত উদ্যোগ ▪ স্বনির্ভর দলের ব্যাক্স ঋণ/উদ্যোগ	9:30 am – 10:30 am	SB
7	- স্বনির্ভর দলের খাতাপত্র	10:30 am – 2:00 pm	SB
	প্রথম দিনের অধিবেশনের অনুশীলন	2:45 pm – 5:30 pm	SPD
তৃতীয় দিন			
8	- স্বনির্ভর দলের খাতাপত্র ও প্রেডিং	9:30 am – 11:30 am	SB
	দ্বিতীয় দিনের অধিবেশনের অনুশীলন	11:30 am – 1:15 am	SB
	LUNCH	01:15 pm – 02:00 pm	
9	রিসোর্স অর্গানাইজেশানের (আর.ও.) কাজগুলি কী ও আর. ও. (RO) –র তার ভূমিকা ও নগর জীবিকা কেন্দ্র কি ও কি ভাবে জীবিকা সহায়তার কাজে লাগতে পারে	2:00 pm – 3:00 pm	SPD
	দ্বিতীয় দিনের অধিবেশনের অনুশীলন	3:00 pm – 4:00 pm	SB & SPD
	তৃতীয় দিনের অধিবেশনের অনুশীলন	4:00 pm – 5:30 pm	SB & SPD

চতুর্থ দিন

Urban Management Centre

Administrative Training Institute

Govt. of West Bengal

10	স্বনিযুক্তি ও ক্ষুদ্র উদ্যোগ- গ্রহণের প্রয়োজনীয়তা ও গুরুত্ব	9:30 am - 10:15 am	RB
11	প্রশিক্ষণ পরিচালনা ও নেতৃত্ব দেওয়ার সক্ষমতা বৃদ্ধি এবং সংযোগ বৃদ্ধির দক্ষতা (কমিউনিকেশন স্কিল ডেভেলপমেন্ট)	10:15 am -11:45 am	RB
12	প্রাতিষ্ঠানিক স্বশক্তিকরণের মাধ্যমে নারীর ক্ষমতায়ন	11:45 am – 1:00 pm	RB
	LUNCH	01:00 pm – 01:45 pm	
13	যৌথ প্রক্রিয়ার (গ্রুপ ডাইনামিক্স) মাধ্যমে কি ভাবে নানান ধরনের দলগত কাজ করা যায়	1:45 pm – 3:45 pm	RB
	চতুর্থ দিনের প্রথম অধিবেশনের অনুশীলন	4:00 pm - 5:30 pm	RB
পঞ্চম দিন			
14	কারিগরী শিক্ষার মাধ্যমে কিভাবে মজুরি ভিত্তিক কর্মসংস্থান ও স্বনিযুক্তির সুযোগ পাওয়া যেতে পারে	10:00 am – 10:30 pm	TD
	তৃতীয় দিনের অধিবেশনের অনুশীলন	10:30 am - 12:00 am	TD
	প্রথম দিনের প্রথম অধিবেশনের অনুশীলন	12:00 pm – 01:00 pm	RB
	LUNCH	01:00 pm – 01:30 pm	
	চতুর্থ দিনের দ্বিতীয় অধিবেশনের অনুশীলন	01:30 pm – 2:30 pm	RB
	চতুর্থ দিনের তৃতীয় অধিবেশনের অনুশীলন	02:30 pm – 3:30 pm	RB
	চতুর্থ দিনের চতুর্থ অধিবেশনের অনুশীলন	03:45 pm – 05:00 pm	RB
	Valedictory & Feedback session	05:00 pm – 05.15 pm	

SC	Sourav Chaki, Additional Director, SUDA	9434119676
TD	Tarak Datta, Programme Coordinator, SUDA	9433896762
SPD	Soma Parui Das, State Mission Manager, SMID, WBSULM,SUDA	9051133518
SB	Sandip Bairagi, State Mission Manager, FI&ME, WBSULM,SUDA	9163365778
RB	Rituparna Banerjee, State Mission Manager, HR&CB, WBSULM,SUDA	9477501199
KG	Kaushik Ghosh, Assistant Professor, UMC, ATI & Course Director	9830419290
RN	Reshmi Nandi, Faculty, UMC, ATI & Course Coordinator	9836085457



Kaushik Ghosh
Assistant Professor (UMC), ATI
& Course Director

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-102/2016/431(125)

তারিখ ০৩-০৭-১৭

From : Director, SUDA &
Mission Director, WBSULMTo : Mayor/Chairperson/Administrator,
.....Municipal Corporation/Municipality/NAA

Sub: Resource Centre Based Training Programmes under Capacity Building & Training

Madam / Sir,

This is to inform you that Resource Centre based training programmes needs to be continued all throughout the year to cover capacity building and training targets set out for different stakeholders of the programme namely, SHGs, ALFs, CLFs, ROs and other stakeholders.

1. To meet the targets of SMID & SEP, it is absolutely necessary to conduct training programmes for the aforementioned stakeholders regularly as well as in intervals.
2. A Master Trainers resource pool from the SHGs/ALFs/CLFs and ROs will be formed to implement the training at the Ward level. This resource pool will be trained at SMMU and post completion of Training of Trainers they will conduct training as Master Trainers at the Wards/boroughs etc. for SHGs/ALFs/CLFs and other stakeholders. Initially after being trained as Master Trainers at SMMU, they will conduct training with CMMs, APOs and COs as co-trainers for maximum 3-4 training programmes. After that they will start training as a full-fledged Master Trainer.
3.
 - i. As per the last order vide Memo no: SUDA-102/2016/1156 Dated: 01-08-2016 and Memo No: SUDA-102/2016/1490, Dated: 07-09-2016, the City Mission Managers and APOs were delegated with the responsibility to facilitate and coordinate the training programmes in their ULBs and adjacent ULBs as Nodal Officers since in many ULBs City Mission Managers were yet to join. Therefore, City Mission Managers will be Nodal Officers of Capacity Building & Training programmes of that ULB (Details enclosed herewith). ULBs are required to delegate the Wards/Boroughs among the Nodal Officers for facilitating the training.
 - ii. ULBs where CMMs are not present APO/COs will be coordinating the training at the Ward/Borough level. (Details enclosed herewith)
4.
 - i. In rest of the ULBs where CMM is present the APOs and COs will monitor the training programmes on a regular basis and will submit a descriptive training report to the CMMs / City Project Officer for information and necessary intervention.
 - ii. Where CMM is not present APO/COs will submit descriptive training reports to City Project Officers.
 - iii. ULBs will submit fortnightly reports to State Mission Manager- HR & CB through the City Project Officer after appropriately scrutinizing the reports.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

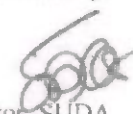
Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

5. Modules and schedule of training for different target groups will be provided to each Nodal Officers to facilitate the training at Ward level.
6. The total number of participants for each batch should not exceed 40.
7. Initially 10 batches of training needs to be completed by September 2017. Rest of the remaining training batches will follow from September 2017 and a detailed training plan needs to be submitted with the following details:
 - i. No. Of trainees yet to be provided fresh training (segregated according to target groups)
 - ii. No. Of proposed refresher training planned for SHGs/Treasurers/ALFs/ROs who have received training in the last FYs 2015-16, 2016-17
8. **Following expenditure details under CBT of Stakeholders (In Rupees) may be incurred for each batch of training:**
 - i. *Folder, reading materials and stationery (pen, pencil, eraser, sharpener etc.)- Rs. 100 (One time)*
 - ii. *Lunch & Tea and Snacks -- Rs. 210/- (For 3 days [Fresh Training]) & Rs. 140/- (For 2 days [Refresher Training])*
 - iii. *Mobility Support -- Rs. 50 per participant (One time)*
 - iv. *Contingency Support -- Rs. 2000/- (includes venue charges, miking and etc.)*
 - v. *Resource Fee and Conveyance- Rs. 250/per session/Resource Person (maximum two (2) sessions by one (1) Resource Person for each batch)(Officials and staff associated with DAY-NULM will not receive Resource Fee)*
 - vi. *Maximum expenditure for Ward based training will be Rs.20,000/- for each batch. If it appears that in case of necessity 2-3 Wards need to be provided training together then that must be reported to SMMU beforehand*
9. Initially training duration will be 3 days for fresh batches of training for SHGs/ALFs/CLFs/ROs. Once all fresh training programmes are completed then only 2 days Refresher Training programmes should be initiated for SHGs/Treasurers who had received training in the FY 2015-16, 2016-17.
10. Training programmes will be organised as per available funds at ULB under CB & T and additional funds may be allotted if required based on requisition received from ULBs.
11. Since Bankers Sensitization Programme from the State Headquarters end is organised regionally for districts therefore a follow up quarterly sensitization programme for CICs and Bankers should be arranged at the ULB level by the Executive Officers and City Mission Managers where they will act as Resource Persons only for the training of these groups (namely, CICs and Bankers).
12. Capacity Building and Training programmes are intended to achieve the targets of SMID, SEP and all other relevant components under DAY-NULM. Therefore, the intensity of the training programmes is expected to increase the number of SHG-Credit linkages with banks and also SEP- I and SEP-G. ULBs are therefore requested to take additional initiative to make the training programmes prolific.

Enclosures: As Stated

Yours faithfully,




Director, SUDA
&
Mission Director, WBSULM

Memo No: SUDA 102/2016/431/1(3)

Copy Forwarded For Information & Necessary Action To:

1. Additional Director, NULM
2. Additional Director & Financial Adviser, SUDA
3. Commissioner/Joint Commissioner/Administrator/Executive Officer Municipal Corporation/Municipality/NAA


Director, SUDA
&
Mission Director, WBSULM

List of Nodal Officers for Resource Centre Based Capacity Building & Training

Sl. No.	Name of the ULBs	District	Nodal Officers for Capacity Building & Training
1	Alipurduar	Alipurduar	Both City Mission Managers
2	Asansol MC	Asansol	All City Mission Managers
3	Bankura	Bankura	Both City Mission Managers
4	Bishnupur	Bankura	Staff In Charge of DAY-NULM
5	Sonamukhi	Bankura	Community Organiser
6	Suri	Birbhum	Both City Mission Managers
7	Bolpur	Birbhum	Community Organisers
8	Dubrajpur	Birbhum	APO
9	Nalhati	Birbhum	Community Organiser
10	Rampurhat	Birbhum	APO*
11	Sainthia	Birbhum	Staff In Charge of DAY-NULM
12	Burdwan	Burdwan	All City Mission Managers
13	Dhulian	Burdwan	Community Organisers
14	Gushkara	Burdwan	Community Organiser
15	Kalna	Burdwan	Community Organiser*
16	Katwa	Burdwan	Community Organisers
17	Durgapur	Burdwan	All City Mission Managers
18	Memari	Burdwan	APO
19	Cooch Behar	Coochbehar	Both City Mission Managers
20	Dainhat	Coochbehar	APO
21	Dinhata	Coochbehar	Community Organiser
22	Haldibari	Coochbehar	Community Organiser
23	Mathabhanga	Coochbehar	Community Organiser
24	Mekliganj	Coochbehar	Community Organiser
25	Tufanganj	Coochbehar	Community Organiser
26	Balurghat	Dakshin Dinajpur	Both City Mission Managers
27	Buniadpur	Dakshin Dinajpur	Staff In Charge of DAY-NULM
28	Gangarampore	Dakshin Dinajpur	Community Organisers
29	Darjeeling	Darjeeling	Staff In Charge of DAY-NULM
30	Kalimpong	Darjeeling	APO
31	Kurseong	Darjeeling	APO
32	Mirik	Darjeeling	Staff In Charge of DAY-NULM
33	Arambagh	Hooghly	APO Arambagh (Until City Mission Managers Join)
34	Baidyabati	Hooghly	Both City Mission Managers
35	Bhadreswar	Hooghly	Both City Mission Managers

Sl. No.	Name of the ULBs	District	Nodal Officers for Capacity Building & Training
36	Dankuni	Hooghly	Staff In Charge of DAY-NULM
37	Tarakeswar	Hooghly	Community Organiser*
38	Bansberia	Hooghly	Both City Mission Managers
39	Chandannagar MC	Hooghly	Both City Mission Managers
40	Champany	Hooghly	Both City Mission Managers
41	Konnagar	Hooghly	APO*
42	Hooghly Chinsurah	Hooghly	Both City Mission Managers
43	Rishra	Hooghly	Community Organisers*
44	Serampore	Hooghly	Both City Mission Managers
45	Uttarpara Kotrung	Hooghly	Both City Mission Managers
46	Uluberia	Howrah	Both City Mission Managers
47	Howrah MC	Howrah	All City Mission Managers
48	Dhupguri	Jalpaiguri	Community Organiser
49	Jalpaiguri	Jalpaiguri	Both City Mission Managers
50	Mal	Jalpaiguri	Community Organiser
51	Siliguri	Jalpaiguri	All City Mission Managers
52	Kolkata	Kolkata	Staff In Charge of DAY-NULM
53	English Bazar	Malda	Both City Mission Managers
54	Old Malda	Malda	APO*
55	Beldanga	Murshidabad	Community Organiser
56	Jangipur	Murshidabad	Both City Mission Managers
57	Murshidabad	Murshidabad	City Mission Manager
58	Nabadwip	Murshidabad	Both City Mission Managers
59	Domkol	Murshidabad	Staff In Charge of DAY-NULM
60	Jiaganj-Azimganj	Murshidabad	Both City Mission Managers
61	Kandi	Murshidabad	Staff In Charge of DAY-NULM
62	Berhampore	Murshidabad	Community Organisers*
63	Birnagar	Nadia	Staff In Charge of DAY-NULM
64	Chakdah	Nadia	APO*
65	Cooper's Camp	Nadia	Community Organiser
66	Krishnanagar	Nadia	Both City Mission Managers
67	Ranaghat	Nadia	Both City Mission Managers
68	Santipur	Nadia	Both City Mission Managers
69	Taherpur	Nadia	Community Organiser
70	Haringhata	Nadia	Staff In Charge of DAY-NULM

Sl. No.	Name of the ULBs	District	Nodal Officers for Capacity Building & Training
71	Kalyani	Nadia	Both City Mission Managers
72	Gayeshpur	Nadia	Staff In Charge of DAY-NULM
73	Halisahar	North 24 Parganas	Both City Mission Managers
74	Kanchrapara	North 24 Parganas	APO*
75	Ashokenagar Kalyangarh	North 24 Parganas	Both City Mission Managers #
76	Bidhannagar MC	North 24 Parganas	APOs*
77	Khardah	North 24 Parganas	Community Organiser*
78	Barasat	North 24 Parganas	Both City Mission Managers
79	Habra	North 24 Parganas	Both City Mission Managers
80	Baranagar	North 24 Parganas	Both City Mission Managers
81	Dum Dum	North 24 Parganas	Both City Mission Managers
82	Madhyamgram	North 24 Parganas	Both City Mission Managers
83	New Barrackpur	North 24 Parganas	Community Organiser*
84	South Dum Dum	North 24 Parganas	Both City Mission Managers
85	Taki	North 24 Parganas	APO
86	Bongaon	North 24 Parganas	Both City Mission Managers
87	North Barrackpore	North 24 Parganas	Community Organiser*
88	Gobardanga	North 24 Parganas	Staff In Charge of DAY-NULM
89	Kamarhati	North 24 Parganas	Both City Mission Managers
90	North Dum Dum	North 24 Parganas	Both City Mission Managers
91	Naihati	North 24 Parganas	Both City Mission Managers
92	Bhatpara	North 24 Parganas	All City Mission Managers
93	Barrackpore	North 24 Parganas	APO*
94	Baduria	North 24 Parganas	Both City Mission Managers
95	Basirhat	North 24 Parganas	Community Organiser
96	Garulia	North 24 Parganas	Staff In Charge of DAY-NULM
97	Panihati	North 24 Parganas	Community Organisers*
98	Titagarh	North 24 Parganas	Community Organisers*
99	Kharagpur	Paschim Medinipur	Both City Mission Managers
100	Chandrakona	Paschim Medinipur	Community Organiser
101	Ghatai	Paschim Medinipur	Community Organiser*
102	Jhargram	Paschim Medinipur	APO*
103	Kharar	Paschim Medinipur	Community Organiser
104	Khirpai	Paschim Medinipur	Community Organiser
105	Medinipur	Paschim Medinipur	Both City Mission Managers
106	Ramjibanpur	Paschim Medinipur	Community Organiser

Sl. No.	Name of the ULBs	District	Nodal Officers for Capacity Building & Training
107	Contai	Purba Medinipur	APO*
108	Egra	Purba Medinipur	Community Organiser
109	Haldia	Purba Medinipur	Both City Mission Managers
110	Panskura	Purba Medinipur	APO*
111	Tamluk	Purba Medinipur	Both City Mission Managers
112	Jhalda	Purulia	Staff In Charge of DAY-NULM
113	Purulia	Purulia	Both City Mission Managers
114	Raghunathpur	Purulia	Staff In Charge of DAY-NULM
115	Budge Budge	South 24 Parganas	Staff In Charge of DAY-NULM
116	Diamond Harbour	South 24 Parganas	Community Organiser
117	Jainagar-Maziarpur	South 24 Parganas	Community Organiser
118	Maheshtala	South 24 Parganas	Both City Mission Managers
119	Pujali	South 24 Parganas	APO
120	Rajpur Sonarpur	South 24 Parganas	All City Mission Managers
121	Baruipur	South 24 Parganas	Community Organiser*
122	Islampur	Uttar Dinajpur	Community Organiser*
123	Kaliaganj	Uttar Dinajpur	Community Organisers*
124	Raiganj	Uttar Dinajpur	Both City Mission Managers
125	Dalkhola	Uttar Dinajpur	Community Organisers

*It appears that in many ULBs City Mission Managers are yet to be recruited in the vacant positions. In that case the APOs/COs will act as Nodal Officers until the CMM/s join the ULBs
Community Organisers will be Nodal Officers until One CMM joins after maternity leave and the other vacant CMM post is filled

সুডা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

"ILGUS BHAVAN", H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং ২৭৭১/SUDA-102/2016

তারিখ ২৩/০২/২০১৭.

From : Director, SUDA &
Mission Director, WBSULM

To : The Mayor / Chairperson/Administrator,
..... Municipal Corporation / Municipality / NAA

Sub: Resource Centre Based Capacity Building and Training of different stakeholders
of DAY-NULM to be taken up from April 2017

Sir/Madam,

As we are approaching towards the end of Financial Year 2016-17, we need to give stress to achieve the targets which are yet to be accomplished for the components of the Mission within the 31st March 2017. Special emphasis should also be put in achieving the targets for SEP- I, SEP-G and SHG- Bank Credit linkage as it is noticed that huge number of sponsored/grading cases are pending for disposal at the bank branch level. Issue has been raised at SLBC level and they have agreed to direct the bank branches for disposal of pending cases.

Therefore, all City Mission Managers, Assistant Project Officers and Community Organisers must be involved to accomplish the targets of the Mission for the FY 2016-17 at the earliest with special emphasis on SEP sub components.

Resource Centre based Capacity Building programme may be taken up from April 2017.

Yours faithfully,

Director, SUDA

&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA- 102/2016/2121 (125)

তারিখ 30.11.2016

From : Director, SUDA &
Mission Director, WBSULM

To : Mayor,

Municipal Corporation

Chairperson,

Municipality/ NAA

Sub : Orientation of SHGs through Resource Centre – use of efficient SHG/ ALF/ CLF/ CDS members/ RCVs etc. as Resource person**Ref. This office Memo No.SUDA-102/2016/1156(125) dt.10.08.2016 & No.SUDA-102/2016/1490 dt.07.09.2016**

Sir,

In pursuance of reference and subject above, you have been intimated regarding orientation of SHGs and NULM stakeholders through Resource Centre formed in this purpose.

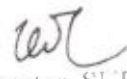
As more than one ULBs were tagged to a particular Resource Centre to orient all SHGs and others it is felt that existing manpower available with Resource Centre may not be sufficient to cover all such training (at least 10 batches/ ULB) within a very limited period.

As orientation on SHG Book Keeping is very urgent for SHG Grading & Credit Linkage this orientation should be completed within a very limited period.

In this respect it is suggested that if ULB faces any shortage of resource person for orientation training they can use competent SHG/ ALF/ CLF/ CDS members/ RCVS etc. who have long experience with SHG activities for the purpose of Book Keeping Training or such orientation.

Competency of providing training will be judged by the ULB with support from the Resource Centre and such selected Resource Person have to be well trained in that matter by Resource Centre before imparting training.

Yours faithfully,


Director, SUDA
&
Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408



রাজ্য নগর উন্নয়ন সংস্থা



STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-33/2015(Pt.-I)/ 1867

১৫-10-2016

ক্রমিক নং

তারিখ

From: **Shri M.N.Pradhan, IAS**
Director, SUDA &
Mission Director, WBSULM

To : **Hari Telematics Pvt. Ltd.,**
9, Chandralok Market, Niladri Viihar,
Bhubaneswar – 751016.

Sub : Empanelment as RO under SM&ID component of DAY-NULM

Sir,

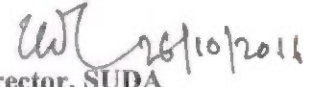
This is to inform you that your proposal for empanelment as RO under SM&ID component of NULM has been accepted by the Authority. You are nominated for 8 ULBs at present in different district for formation of SHGs. The name of the ULBs are mentioned below.

Sl. No.	Name of the ULBs	District
1.	Titagarh	North 24 Parganas
2.	Bidhan Nagar	North 24 Parganas
3.	Bongaon	North 24 Parganas
4.	Dum Dum	North 24 Parganas
5.	Halisahar	North 24 Parganas
6.	Kanchrapara	North 24 Parganas
7.	Maheshtala	South 24 Parganas
8.	Serampore	Hooghly

In this connection, you are requested to execute the Agreement as per MoA with ULBs as well as SUDA within 10th November, 2016.

You are also requested to submit your plan of action for formation & nurturing of SHGs with the respective ULBs alongwith the draft agreement within stipulated date as mentioned above.

Yours faithfully,


Director, SUDA
&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং ...SUDA-102/2016/1490

তারিখ 07-09-16

Order

In continuation of this office no- SUDA-102/2016/1156 dated 01.08.2016 a set of additional instructions and a revised list of Resource Centre is here by issued for compliance of all concerned. They are as follows :-

1. All Nodal Officers are directed to include City Mission Managers of same ULB, adjacent ULBs for conducting the trainings as Resource Person as & when required.
2. Community Organizers may also be included as Resource Person for SHG members/SHG Dal Netri/Saha Dal Netri trainings considering their capability to do so.
3. Resource fee can be claimed by Resource Persons for maximum two (2) trainings per batch
4. Mode of travel should be normal means of transport and a **maximum amount of Rs.3000/-** may be reimbursed as travelling allowance for all Resource Persons together per batch.
5. A revised list of Nodal Officers along with ULBs attached is given below:

Revised List of Resource Centres			
Sl. No.	Resource Centre	Attached ULB	Nodal Officer
1	Rampurhat	Rampurhat	APO (Rampurhat)
		Nalhati	
2	Chandernagore	Chandernagore	CMM – MIS(Chandernagore)
		Dankuni	
3	Hooghly- Chinsurah	Hooghly- Chinsurah	CMM – MIS(Chandernagore)
		Arambagh	CMM (Uttarpara)
4	Barasat	Barasat	CMM- SDI (Barasat) Srijita Goswami
5	Madhyamgram	New Barrackpore	CMM-Skills (Madhyamgram)
		Madhyamgram	APO Madhyamgram


 Director, SUDA

&

Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

Memo No: 502A-102/2016/1490/112

Date: 07-09-16

Copy forwarded to :-

- 1) Chairperson Municipality (all)
- 2) Nodal Officer for Resource Centre imparting Capacity Building Training (all)


Director, SUDA
&

Mission Director, WBSULM



রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-102/2016/1156 (25)

তারিখ ০১-৪-২০১৬

From: Director, SUDA &
Mission Director, WBSULM

To: The Mayor/Chairperson/Administrator.....Municipal Corporation/Municipality

Sub: Resource Centre at the ULB level for Capacity Building of different stakeholders

Sir,

This is to inform you that 45 Resource Centres have been identified for Capacity Building of various stakeholders at the ULB level. A list with the details of Nodal Officer for each Resource Centre along with the district/ULB identified for the Resource Centre is enclosed with this order. Following are the activities that need to be taken up in accordance with the list provided:

1. All the 45 resource centre will be utilized for Capacity Building of SHG / ALF / CLF members / Elected representative / Bankers / Resource Organization field level functionaries and other stake holder.
2. Nodal Officer as mentioned in Col-4 will look after all capacity building programme of ULB's as assigned against his / her name in column 3. He will be responsible for imparting training as mentioned above in point 1.
3. No of training will be organized as per fund provided from Mission Director, WBSULM.
4. Training will be organized in batches comprising 50-60 participants based on availability of space. Training will be for one day duration with 5 (five) one hour module. Soft Copy of various training module developed at WBSULM will be provided to all Nodal Officer.
5. Initially 10 batches of training will be organized at each ULB as per following –
 - a. Training of Councillors / Bankers / ALF / RO / SHG representative (1 Batch)
 - b. Capacity Building of Treasures of SHG's for grading exercise excluding those trained from ATI- on Book Keeping ((4 Batch)
 - c. Capacity Building of ALF / CLF members excluding those trained from ATI (2 Batches)
 - d. Capacity Building of Dal Netri / Saha Dal Netri of old (SJSRY) SHG – (3 Batches)
6. Training will be imparted by CMM / CPO / APO from that or adjacent ULB as fixed by Nodal Officer in consultation with concerned ULB.
7. ALF / RO members trained from ATI can be utilized as per local level decision.
8. ULB may continue Capacity Building of Treasurer / ALF / CLF members / SHG Dal -Netri if fund provided presently for capacity building and provided earlier from Capacity Building Head or SMID Head for capacity building of SHG members are available with ULB in consultation with Nodal Officer.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com
Account Section : 2358 6408

9. Each ULB will be provided further fund to carry on capacity building after submitting UC for previous fund and claim for further fund.
10. Resource Fee @ Rs. 400 /hr may be given to all Resource Person imparting the training. Any mobility support required to movement of Resource Person may be borne from fund provided.
11. Trained ALF office bearers may be utilised as Resource person for above training.
12. This training will start from August 2016 and 5 batches of training to be completed at each ULB within September 2016.
13. Fortnightly Report on training completion will be submitted to WBSULM by all Nodal Officer.
14. Following expenditure may be made for each participants –
 - a. For Folder / Pad – Rs. 100/-
 - b. For Printed material – Rs. 100/- participant
 - c. Launch / Tea / Tiffin – Rs. 200/-
 - d. Mobility reimbursement to non employee participants – actual cost reimbursement as decided locally – Maximum Rs. 50/- / participants
 - e. Resource Fee – Rs. 2000 / training
 - f. Hiring of Mike etc – Rs. 2000/- training
 - g. Contingent Expenditure – Rs. 1000/ training.
15. Venue of Training will be the identified ULB itself.
16. Chairperson / Vice Chairperson / CIC NULM will try to remain present venue as maximum as possible. Maximum expenditure per training will be Rs. 32,000/-
17. For printed materials soft copy of the material as derived by WBSULM will be given to Nodal Officer for printing & distribution among participants.
18. Each ULB will make a target to train all Treasurer of old (SJSRY) SHG's – on book keeping / all Dal Netri / Saha Dal Netri of SHG / General Members of ALF / CLF and all volunteer of RO acting at grass root (ward) level. After completion of 5 batches of training as discussed in point no. 6 all ULB will continue the same until the target as given above is reached. Additional fund when required will be provided to ULB based on previous UC and total claim.
19. Based on additional CMM in different ULB in future the Nodal Officer may be changed / replaced.
20. A training of all Nodal Officer will be organized on 26/7/2016 from 11 AM at SUDA Conference Hall.
21. Target for completion of entire Capacity Building is within December 2016.

Enclosure: As Stated

Yours faithfully,


Director, SUDA
&

Mission Director, WBSULM

List of Resource Centres			
Sl. No.	Resource Centre	Attached ULB	Nodal Officer
1	Alipurduar	Alipurduar	CMM-Skills (Alipurduar)
		Haldibari	Joydeep Sengupta
		Tufanganj	
2	Coochbehar	Coochbehar	CMM- SDI (Coochbehar) Anamika Debnath
		Mathabhanga	
		Mekhliganj	
		Dinhata	
3	Bankura	Bankura	CMM- SDI(Bankura)
		Bishnupur	
		Sonamukhi	
4	Asansol	Asansol	CMM-SDI (Asansol)
5	Durgapur	Durgapur	CMM-SDI (Durgapur)
6	Bardhaman	Bardhaman	CMM- Skills (Burdwan)
		Memari	Md. Shahenewaz Alam
		Gushkara	
7	Katwa	Katwa	CMM-FI & ME,(Burdwan)
		Kalna	
		Dainhat	
8	Suri	Suri	CMM- Skills(Suri)
		Dubrajpur	Rajesh Singha
		Sainthia	
		Bolpur	
9	Rampurhat	Rampurhat	CMM- SDI (Suri)
		Nalhati	
10	Balurghat	Balurghat	CMM- SDI (English Bazar)
		Buniadpur	Sahin Salaur Jaman
		Ganagrampur	
11	Siliguri	Siliguri	CMM- SDI (Siliguri)
		Darjeeling	
		Kalimpong	
		Kurseong	
		Mirik	
12	Chandernagore	Chandernagore	CMM -MIS(Chandernagore)
		Dankuni	

Sl. No.	Resource Centre	Attached ULB	Nodal Officer
25	Nabadwip	Nabadwip	CMM-Skills (Nabadwip)
			Sourav Kumar Das
26	Shantipur	Ranaghat	
		Coopers Camp	CMM (Santipur)
27	Bongaon	Bongaon	CMM- SDI (Bongaon)
		Baduria	Arijit Kumar Daw
28	Basirhat	Basirhat	CMM- SDI (Bongaon)
		Taki	Arijit Kumar Daw
29	Naihati	Naihati	CMM- SDI (Naihati)
		Halisahar	Moumita Ganguly
30	Khardah	Khardah	CMM- SDI (Naihati)
		Panihati	Moumita Ganguly
31	Barasat	Barasat	CMM- SDI (Barasat)
		New Barrackpore	Srijita Goswami
		Madhyamgram	
32	Baranagar	Baranagar	CMM- SDI (Kamarhati)
		Kamarhati	
33	DumDum	DumDum	CMM- SDI (Dum Dum)
		North Dumdum	Amlan Ghosh
		South DumDum	
34	Barrackpore	Barrackpore	APO (Barrackpore)
		North Barrackpore	
		Titagarh	
35	Bhatpara	Bhatpara	CMM (Bhatpara)
36	Kanchrapara	Kanchrapara	CMM-SDI (Kanchrapara)
		Garulia	
37	Habra	Habra / Ashokenaga	CMM-SDI (Habra)
		Gobordanga	Moumita Nath
38	Medinipur	Medinipur	CMM-SDI (Medinipur)
		Chandrakona	Sharmistha Datta
		Kharpai	
		Kharar	
		Ramjibanpur	
39	Kharagpur	Kharagpur	APO Kharagpur
		Jhargram	
		Ghatal	
40	Tamluk	Panskura	CMM (Tamluk)
			Sourabh Sasmal

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-152/2016/1154

তারিখ ০১-৪-২০১৬

From: Director, SUDA &
Mission Director, WBSULM

To: The Mayor/Chairperson/Administrator.....Municipal Corporation/Municipality

Sub: Resource Centre at the ULB level for Capacity Building of different stakeholders

Sir,

This is to inform you that 45 Resource Centres have been identified for Capacity Building of various stakeholders at the ULB level. A list with the details of Nodal Officer for each Resource Centre along with the district/ULB identified for the Resource Centre is enclosed with this order. Following are the activities that need to be taken up in accordance with the list provided:

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দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০


Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

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21. Target for completion of entire Capacity Building is within December 2016.

Enclosure: As Stated

Yours faithfully,


Director, SUDA
&

Mission Director, WBSULM

1.Approval of Capacity Building training at ULB level by Health MIC MA & UD Department may kindly be seen at Flag-X

Based on approval and the feedback from State Mission Managers and Officials of WBSULM regarding training needs for the SHGs and ALF/CLF members at the ULB level, it is proposed in the review meeting held on 08.07.2016 to form Resource Centres at the district level to cater to the training needs of different stakeholders of the programme. List of ULBs and Resource Centres in accordance with the available man power are provided below as proposed in the meeting is submitted for perusal.

List of Resource Centres			
Sl. No.	Resource Centre	Attached ULB	Nodal Officer
1	Alipurduar	Alipurduar	CMM-Skills (Alipurduar) Joydeep Sengupta
		Haldibari	
		Tufanganj	
2	Coochbehar	Coochbehar	CMM- SDI (Coochbehar) Anamika Debnath
		Mathabhanga	
		Mekhliganj	
		Dinhata	
3	Bankura	Bankura	CMM- SDI(Bankura)
		Bishnupur	
		Sonamukhi	
4	Asansol	Asansol	CMM-SDI (Asansol)
5	Durgapur	Durgapur	CMM-SDI (Durgapur)
6	Bardhaman	Bardhaman	CMM- Skills (Burdwan) Md. Shahenewaz Alam
		Memari	
		Gushkara	
7	Katwa	Katwa	CMM-FI & ME,(Burdwan)
		Kalna	
		Dainhat	
8	Suri	Suri	CMM- Skills(Suri) Rajesh Singha
		Dubrajpur	
		Sainthia	
		Bolpur	
9	Rampurhat	Rampurhat	CMM- SDI (Suri)
		Nalhati	
10	Balurghat	Balurghat	CMM- SDI (English Bazar) Sahin Salaur Jaman
		Buniadpur	
		Ganagrampur	

Continued p 2

Sl. No.	Resource Centre	Attached ULB	Nodal Officer
11	Siliguri	Siliguri	CMM- SDI (Siliguri)
		Darjeeling	
		Kalimpong	
		Kurseong	
		Mirik	
12	Chandernagore	Chandernagore	CMM -MIS(Chandernagore)
		Dankuni	
13	Hooghly-Chinsurah	Hooghly-Chinsurah	CMM (Uttarpara)
		Arambagh	
14	Bhadreshwar	Bhadreshwar	CMM (Uttarpara)
		Baidyabati	
15	Uttarpara	Uttarpara-Kotrung	CMM (Uttarpara)
		Rishra	
		Konnagar	
16	Serampore	Serampore	CMM-Skills (Serampore)
		Tarakeshwar	
17	Howrah	Howrah	CMM- SDI (Howrah) / Uluberia
		Uluberia	
18	Jalpaiguri	Jalpaiguri	CMM- SDI (Jalpaiguri) Bhaskar Sarkar
		Dhupguri	
		Mal	
19	Kolkata	Kolkata	Dy. Manager KMC
20	Englishbazar	Englishbazar	CMM- SDI (Englishbazar) Sahin Salaur Jaman
		Old Malda	
21	Berhampore	Berhampore	CMM -SDI(Berhampore) Snigdha Chowdhury
		Beldanga	
		Domkol	
		Kandi	
22	Jangipur	Jangipur	CMM -SDI(Berhampore) Snigdha Chowdhury
		Jiah-Ganj Azimganj	
		Dhulian	
		Murshidabad	
23	Krishnanagar	Krishnanagar	CMM- SDI (Krishnanagar) Tania Pal
		Taherpur	
		Binnagar	
24	Kalyani	Kalyani	CMM- SDI (Kalyani) Arpita Das
		Goyeshpur	
		Haringhata	
25	Nabadwip	Nabadwip	CMM-Skills (Nabadwip) Sourav Kumar Das
26	Shantipur	Ranaghat	CMM (Santipur)
		Coopers Camp	

27	Bongaon	Bongaon	CMM- SDI (Bongaon)
		Baduria	Arijit Kumar Daw
28	Basirhat	Basirhat	CMM- SDI (Bongaon)
		Taki	Arijit Kumar Daw
29	Naihati	Naihati	CMM- SDI (Naihati)
		Halisahar	Moumita Ganguly
30	Khardah	Khardah	CMM- SDI (Naihati)
		Panihati	Moumita Ganguly
31	Barasat	Barasat	CMM- SDI (Barasat)
		New Barrackpore	Srijita Goswami
		Madhyamgram	
32	Baranagar	Baranagar	CMM- SDI (Kamarhati)
		Kamarhati	
33	DumDum	DumDum	CMM- SDI (Dum Dum)
		North Dumdum	Amlan Ghosh
		South DumDum	
34	Barrackpore	Barrackpore	APO (Barrackpore)
		North Barrackpore	
		Titagarh	
35	Bhatpara	Bhatpara	CMM (Bhatpara)
36	Kanchrapara	Kanchrapara	CMM-SDI (Kanchrapara)
		Garulia	
37	Habra	Habra / Ashokenagar	CMM-SDI (Habra)
		Gobordanga	Moumita Nath
38	Medinipur	Medinipur	CMM-SDI (Medinipur)
		Chandrakona	Sharmistha Datta
		Khirpai	
		Kharar	
		Ramjibanpur	
39	Kharagpur	Kharagpur	APO Kharagpur
		Jhargram	
		Ghatal	
40	Tamluk	Panskura	CMM (Tamluk)
			Sourabh Sasmal
41	Haldia	Haldia	CMM-SDI (Haldia)
		Contai	Aranyak Mishra
		Egra	
42	Purulia	Purulia	CMM (Purulia)
		Jhalda	
		Raghunathpur	
43	Maheshtala	Maheshtala	CMM-Skills (Maheshtala)
		Budge Budge	Sucheta Baidya
		Pujali	

confined to 41

Sl. No.	Resource Centre	Attached ULB	Nodal Officer
44	Rajpur Sonarpur	Rajpur Sonarpur	CMM-SDI (Maheshtala) Anindita Roychowdhury
		Baruipur	
		Joynagar	
		Diamond Harbour	
45	Raiganj	Raiganj	CMM-SDI (Raiganj) Ananda Moitra
		Islampur	
		Dalkhola	
		Kaliaganj	